



## IDAHO BUREAU OF HAZARDOUS MATERIALS

MILITARY DIVISION, STATE OF IDAHO

THE ADJUTANT GENERAL  
JOHN F. KANE

DIRK KEMPTHORNE  
GOVERNOR

December 15, 2003

To help you comply with the annual chemical inventory reporting required by the Federal Emergency Planning and Community Right-to-Know Act (EPCRA) the State of Idaho would like to announce the implementation of Tier2 submit. Tier2 submit is available at no cost at:

<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm?openDocument>

This web page includes the following information to assist you with electronic reporting:

- [Tier II Basics](#)
- [Tier2 Submit Software](#)
- [Tier II Forms and Instructions](#)
- [Regulation, Guidance, Training and other Tier II Resources](#)
- [Emergency Planning & Community Right to Know FAQs](#)

When your Tier II's are completed, please name your file and e-mail them as an attachment to [tier2@bds.state.id.us](mailto:tier2@bds.state.id.us) To name your file, please use the following format:

### **2003-County ID-Facility**

**1) The year you are reporting**

**2) The Idaho Transportation Department county identifier available on our web page at [http://www2.state.id.us/itd/dmv/Vehicleservices/county\\_designators.pdf](http://www2.state.id.us/itd/dmv/Vehicleservices/county_designators.pdf) and**

**3) The name of your facility.**

**When your electronic submission is completed, use either the "create electronic file", or "create complete paper report" button. These will ensure all the information required by the State of Idaho is included.**

If you are unable to file electronically, please mail your Tier II information on a floppy disk, or a paper copy to:

Idaho Bureau of Hazardous Materials  
4040 Guard Street, Bldg. 600  
Boise, ID 83705-5004

If you have questions, or require additional information please refer to our website at:

<http://www2.state.id.us/serc/tier2.htm> , or call (208) 422-5725.

Thank you for your continuing efforts in making Idaho a safe place to live.

Sincerely,

A handwritten signature in cursive script that reads "Mary Halverson".

Mary Halverson  
Idaho Bureau of Hazardous Materials